Website Management
User Manual

Guidelines, Responsibilities, Activities, and Methods

Version: CeG/KRN 1.3
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**Introduction:**

Before reading the CMS user manual, it is essential to understand some information about the website guidelines. These are; "Government of India Website Guidelines (G.I.G.W.)", “Accessibility Guidelines” and Recommendations of the “Kannada Abhivrudhi Pradhikara” (Karnataka Development Authority)

Based on these guidelines, the Centre for e-Governance department is responsible for developing and hosting the official state government websites by uploading content to the websites. Various Departments need to follow these guidelines as they have to upload content to the websites.

As stated in these Guidelines, "Content Management and Approval Policy (CMAP)" is adopted for uploading content to the website.

It consists of three roles and all three roles have to perform different activities. Therefore, it is important to understand the guidelines and responsibilities before managing the content of the websites. Since the CMS is built by the e-Governance Website Division, there are certain responsibilities for the website development and hosting to be followed by the e-Governance Centre.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Association to Government is demonstrated by the use of Emblem/Logo, prominently displayed on the homepage of the website</td>
</tr>
<tr>
<td>2</td>
<td>Ownership information is displayed on homepage and on all important entry pages</td>
</tr>
<tr>
<td>3</td>
<td>Complete and self-explanatory title of the homepage (appearing on the top bar of the browser) is provided</td>
</tr>
<tr>
<td>4</td>
<td>Website is registered under 'gov.in' or 'nic.in' domain.</td>
</tr>
<tr>
<td>5</td>
<td>Website provides a prominent link to the 'National Portal' from the Home page and pages belonging to National Portal load in new browser window</td>
</tr>
<tr>
<td>6</td>
<td>Website has a Copyright Policy, prominently displayed on the homepage.</td>
</tr>
<tr>
<td>7</td>
<td>Due permission have been obtained for publishing any content protected by copyright.</td>
</tr>
<tr>
<td>8</td>
<td>Source of all documents, whether reproduced in part or full, is mentioned.</td>
</tr>
<tr>
<td>9</td>
<td>Website has a comprehensive Hyper Linking Policy</td>
</tr>
<tr>
<td>10</td>
<td>Clear indication are given when a link leads out to a Non-government website.</td>
</tr>
<tr>
<td>11</td>
<td>The mechanism is in place to check the accuracy of Hyperlinked Content.</td>
</tr>
<tr>
<td>12</td>
<td>Mechanism is in place to ensure that there are No 'broken links' (internal as well as external) or 'Page Not found' errors.</td>
</tr>
<tr>
<td>13</td>
<td>Website has comprehensive Terms and Conditions statements, linked from all important pages</td>
</tr>
<tr>
<td>14</td>
<td>Terms &amp; Conditions disclaims responsibility of the content sourced/linked from Non-Government website and clearly indicates whether information available on the site can be used for legal purposes or Not.</td>
</tr>
<tr>
<td>15</td>
<td>Website has a Privacy Policy linked from all the relevant pages.</td>
</tr>
<tr>
<td></td>
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<tr>
<td>---</td>
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</tr>
<tr>
<td>16</td>
<td>All electronic commerce transactions are handled through secure means.</td>
</tr>
<tr>
<td>17</td>
<td>All information about the department, useful for the citizen and other stakeholders, is present in 'About Us' section and mechanism is in place to keep the information up to date.</td>
</tr>
<tr>
<td>18</td>
<td>The complete title of the Scheme is reflected. The website provides a complete description of the scheme along with the procedure for obtaining the associated benefits.</td>
</tr>
<tr>
<td>19</td>
<td>The validity of the scheme has been mentioned.</td>
</tr>
<tr>
<td>20</td>
<td>Self-explanatory title of the services is published. The website provides a complete description of the service along with the procedure to apply for/avail the same.</td>
</tr>
<tr>
<td>21</td>
<td>The website provides the complete title of the form along with the purpose it is used for.</td>
</tr>
<tr>
<td>22</td>
<td>Language of the Form (other than English) is mentioned clearly.</td>
</tr>
<tr>
<td>23</td>
<td>The complete title of the Act (as written in the official Notification) is mentioned.</td>
</tr>
<tr>
<td>24</td>
<td>The complete title of the document is mentioned on the website.</td>
</tr>
<tr>
<td>25</td>
<td>The language of the Document (other than English) is mentioned clearly.</td>
</tr>
<tr>
<td>26</td>
<td>Validity of the document is mentioned.</td>
</tr>
<tr>
<td>27</td>
<td>The official title of the Circular/Notification is mentioned.</td>
</tr>
<tr>
<td>28</td>
<td>Validity of the Circular/Notification is mentioned.</td>
</tr>
<tr>
<td>29</td>
<td>Mechanism in place to ensure that all Tender/Recruitment Notices issues by the Department are published on the website.</td>
</tr>
<tr>
<td>30</td>
<td>Website provides a complete description of the Tender/Recruitment Notice along with the procedure to apply for the same.</td>
</tr>
<tr>
<td>31</td>
<td>Mechanism is in place to ensure that information on old/irrelevant Tender/Recruitment Notices is removed or moved into the archive section.</td>
</tr>
<tr>
<td>32</td>
<td>News/Press releases are displayed along with the date and these are organized as per the archival policy of the website.</td>
</tr>
<tr>
<td>33</td>
<td>Website has a 'Contact Us' page, linked from the home page and all relevant places in the website.</td>
</tr>
<tr>
<td>No.</td>
<td>Statement</td>
</tr>
<tr>
<td>-----</td>
<td>-----------</td>
</tr>
<tr>
<td>36</td>
<td>The complete contact details of important functionaries in the Department are given in the 'Contact Us' section.</td>
</tr>
<tr>
<td>37</td>
<td>Mechanism is in place to ensure that all the Citizen Services, Forms, Documents and Schemes are registered with the respective repositories of the National Portal.</td>
</tr>
<tr>
<td>38</td>
<td>Mechanism is in place to ensure that all outdated announcements are removed from the website or moved to archive.</td>
</tr>
<tr>
<td>39</td>
<td>All Discussion Forum on the website are moderated.</td>
</tr>
<tr>
<td>40</td>
<td>For every related link, the complete URL of the Home Page/concerned webpage is provided.</td>
</tr>
<tr>
<td>41</td>
<td>Feedback is collected through online forms and mechanism is in place to ensure timely response to feedback/queries received through the website.</td>
</tr>
<tr>
<td>42</td>
<td>The website has a readily available Help section.</td>
</tr>
<tr>
<td>43</td>
<td>Complete information including title, size (playing time for audio/video), format, usage instructions and plug-in to view the file is provided for downloadable material including documents.</td>
</tr>
<tr>
<td>44</td>
<td>Mechanism is in place to ensure that all downloadable material is free from virus.</td>
</tr>
<tr>
<td>45</td>
<td>Minimum content as prescribed in the guidelines is present on the homepage.</td>
</tr>
<tr>
<td>46</td>
<td>Subsequent pages of the website have the minimum content as prescribed in the guidelines.</td>
</tr>
<tr>
<td>47</td>
<td>Website is free from offensive / discriminatory language.</td>
</tr>
<tr>
<td>48</td>
<td>Content is compiled and packaged with citizen orientation.</td>
</tr>
<tr>
<td>49</td>
<td>The Department has a Content Contribution, Moderation and Approval Policy (CMAP) for the Websites.</td>
</tr>
<tr>
<td>50</td>
<td>Home Page and every important entry page of website displays the last updated / reviewed date.</td>
</tr>
<tr>
<td>51</td>
<td>Department has a Content Review Policy (CRP) for the website.</td>
</tr>
<tr>
<td>52</td>
<td>All Documents / Reports have a time stamp at least on the main page.</td>
</tr>
<tr>
<td>No.</td>
<td>Description</td>
</tr>
<tr>
<td>-----</td>
<td>-------------</td>
</tr>
<tr>
<td>53</td>
<td>The Departments have a clearly laid out Content Archival Policy (CAP) for the website.</td>
</tr>
<tr>
<td>54</td>
<td>Clear and simple language has been used throughout the website.</td>
</tr>
<tr>
<td>55</td>
<td>The language is free from spelling and grammatical errors.</td>
</tr>
<tr>
<td>56</td>
<td>Whenever there is a change in the language of a web page it has been clearly indicated.</td>
</tr>
<tr>
<td>57</td>
<td>Consistency in Nomenclature is maintained across the website.</td>
</tr>
<tr>
<td>58</td>
<td>All information, which is of direct importance to the citizen, is accessible from the Homepage.</td>
</tr>
<tr>
<td>59</td>
<td>Information structure and relationship is preserved in all presentation styles.</td>
</tr>
<tr>
<td>60</td>
<td>The meaningful reading sequence is preserved in all presentation styles.</td>
</tr>
<tr>
<td>61</td>
<td>Documents / pages in multiple languages are updated simultaneously.</td>
</tr>
<tr>
<td>62</td>
<td>Visual/textual identity elements highlighting the Government’s ownership of the website are prominently placed on the page.</td>
</tr>
<tr>
<td>63</td>
<td>A consistent page layout has been maintained throughout the website.</td>
</tr>
<tr>
<td>64</td>
<td>National identity symbols like Flag, National Emblem etc., are in a proper ratio and colour.</td>
</tr>
<tr>
<td>65</td>
<td>Hindi/ regional language fonts have been tested on popular browsers for any inconsistency (loss of layout).</td>
</tr>
<tr>
<td>66</td>
<td>Web Pages allow resizing of text without the use of assistive technology.</td>
</tr>
<tr>
<td>67</td>
<td>Text is readable both in electronic and print format and the page prints correctly on an A4 size paper.</td>
</tr>
<tr>
<td>68</td>
<td>There is adequate contrast between text and background colour.</td>
</tr>
<tr>
<td>69</td>
<td>All information is conveyed with colour is also available without colour.</td>
</tr>
<tr>
<td>70</td>
<td>Alternate text is provided for Non text elements (e.g. images).</td>
</tr>
<tr>
<td>71</td>
<td>Websites provide textual description of audio / video clips and multimedia presentation.</td>
</tr>
<tr>
<td>72</td>
<td>Caption have been provided for all important audio content.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
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<td>---</td>
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</tr>
<tr>
<td>73</td>
<td>Web pages do Not contain any content that flashes for more than three times in a second.</td>
</tr>
<tr>
<td>74</td>
<td>There is a mechanism to control scrolling, blinking content.</td>
</tr>
<tr>
<td>75</td>
<td>There is a mechanism to control (stop, pause....) audio that starts automatically.</td>
</tr>
<tr>
<td>76</td>
<td>All pages on the website have a link to the home page.</td>
</tr>
<tr>
<td>77</td>
<td>The positioning and terminology used for navigation items and navigation scheme is consistent across the website.</td>
</tr>
<tr>
<td>78</td>
<td>There are No links to 'under construction' pages.</td>
</tr>
<tr>
<td>79</td>
<td>Each page is a standalone entity in terms of ownership, navigation and context of content.</td>
</tr>
<tr>
<td>80</td>
<td>Web pages allow the user to bypass repeated blocks of content.</td>
</tr>
<tr>
<td>81</td>
<td>Website has either a &quot;search&quot; box or a link to a &quot;search&quot; page from every page of the website.</td>
</tr>
<tr>
<td>82</td>
<td>Website has an up to date Site Map that is linked to the Home Page as well as to all important entry pages of the website.</td>
</tr>
<tr>
<td>83</td>
<td>If the site uses frames, each frame is properly titled.</td>
</tr>
<tr>
<td>84</td>
<td>Website uses Cascading Style sheets to control layouts/styles</td>
</tr>
<tr>
<td>85</td>
<td>Website is readable even when sheets are switched off or Not loaded.</td>
</tr>
<tr>
<td>86</td>
<td>Web pages are usable even when scripts, applets etc. are turned off.</td>
</tr>
<tr>
<td>87</td>
<td>Documents are provided either in HTML or other accessible formats. Instruction / Download details for viewing these formats are provided.</td>
</tr>
<tr>
<td>88</td>
<td>In content implemented using mark-up languages, the elements have been use according to specification.</td>
</tr>
<tr>
<td>89</td>
<td>Labels have been provided when content requires input from the users.</td>
</tr>
<tr>
<td>90</td>
<td>Time limit for time dependent web functions can be adjusted by the user (also refer exceptions).</td>
</tr>
<tr>
<td>91</td>
<td>Instructions for operating/ understanding content do Not rely solely on characteristics like shape, size, location etc.</td>
</tr>
<tr>
<td>92</td>
<td>All input errors are flashed in text.</td>
</tr>
<tr>
<td>93</td>
<td>Functionality of content is operable through keyboard.</td>
</tr>
<tr>
<td>94</td>
<td>Focus is Not trapped in any component while navigating through keyboard only.</td>
</tr>
<tr>
<td>----</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>95</td>
<td>Purpose of each link is clear to the user.</td>
</tr>
<tr>
<td>96</td>
<td>When any component receives focus it does Not initiate change in context.</td>
</tr>
<tr>
<td>97</td>
<td>Changing the setting of a component does Not change the context unless the user has been informed of the same.</td>
</tr>
<tr>
<td>98</td>
<td>Metadata for pages like title, keywords, description and language is appropriately included.</td>
</tr>
<tr>
<td>99</td>
<td>Data tables have been provided with necessary tags / mark up.</td>
</tr>
<tr>
<td>100</td>
<td>All components receives focus in an order that preserves the meaning / operation.</td>
</tr>
<tr>
<td>101</td>
<td>Role of all interface components can be programmatically determined.</td>
</tr>
<tr>
<td>102</td>
<td>The websites have been tested on multiple browsers.</td>
</tr>
<tr>
<td>103</td>
<td>Websites has cleared Security Audit by certificate agency and has a Security Policy.</td>
</tr>
<tr>
<td>104</td>
<td>Websites are accessible to the intended audience in an efficient and secure manner on 24 x 7 basis.</td>
</tr>
<tr>
<td>105</td>
<td>The hosting Service Provider possesses state-of-the art multi-tier security infrastructure as well as devices such as firewall and intrusion prevention system.</td>
</tr>
<tr>
<td>106</td>
<td>The hosting Service Provider has redundant server infrastructure for high availability.</td>
</tr>
<tr>
<td>107</td>
<td>The hosting service provided performs regular backup of the web site.</td>
</tr>
<tr>
<td>108</td>
<td>The Hosting Service Provided has a Disaster Recovery (DR) Centre in a geographically distance location and a well-crafted DR plan for the website.</td>
</tr>
<tr>
<td>109</td>
<td>Website Hosting Provider provides Helpdesk &amp; Technical support on 24x7x365 basis.</td>
</tr>
<tr>
<td>110</td>
<td>All possible secure measures have been taken to prevent defacement/hacking of the website and the Department has been contingency plan in place for situation like these.</td>
</tr>
<tr>
<td>111</td>
<td>Website ranks in the first five results on major search engines when searched with relevant keywords.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>112</td>
<td>It has been ensured that all stationery of the department as well as advertisements/public messages issued by the concerned Department prominently display the URL of the website.</td>
</tr>
<tr>
<td>113</td>
<td>Department has nominated a Web Information Manager as defined in the guidelines.</td>
</tr>
<tr>
<td>114</td>
<td>The websites has a website monitoring policy.</td>
</tr>
<tr>
<td>115</td>
<td>All policies and plans are approved by Head of Department.</td>
</tr>
<tr>
<td>Sl.No</td>
<td>GUIDELINES</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
</tr>
<tr>
<td>1</td>
<td>All Non-text content (like images) has a text alternative that provides equivalent information as the image itself.</td>
</tr>
<tr>
<td>2</td>
<td>Scanned Images of text have Not been used. The visual presentation of text and images of text has a contrast ratio of at least 4.5:1 between the foreground and background. Large scale text and images of text have a contrast ratio of 3:1.</td>
</tr>
<tr>
<td>3</td>
<td>Text can be resized without assistive technology up to 200 percent without loss of content or functionality.</td>
</tr>
<tr>
<td>4</td>
<td>There is a mechanism to pause, stop or hide scrolling, blinking or auto updating content that starts automatically and lasts for more than 5 seconds.</td>
</tr>
<tr>
<td>5</td>
<td>Web pages do Not contain any content that flashes for more than three times in a second.</td>
</tr>
<tr>
<td>6</td>
<td>Instructions provided for understanding and operating content do Not rely solely on sensory characteristics such as shape, size, visual location, orientation, or sound. Colour is Not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.</td>
</tr>
<tr>
<td>7</td>
<td>Captions or transcript are provided for all pre-recorded and live audio and video content.</td>
</tr>
<tr>
<td>8</td>
<td>For any audio on a Web page that plays automatically for more than 3 seconds, a mechanism is available to pause, stop or control the volume of the audio independently by from system volume level.</td>
</tr>
<tr>
<td>9</td>
<td>Information, structure, and relationships that are conveyed visually on a web page must also be programmatically determined or are available in text.</td>
</tr>
<tr>
<td>10</td>
<td>When the sequence in which content is presented affects its meaning, a correct reading sequence can be programmatically determined.</td>
</tr>
<tr>
<td>11</td>
<td>All functionality that is available on the web page is operable through keyboard.</td>
</tr>
<tr>
<td>12</td>
<td>Complete web page is navigable using keyboard only (using tab or arrow keys).</td>
</tr>
<tr>
<td>13</td>
<td>Current navigation location (Keyboard focus indicator) is visible on the webpage while operating or navigating the page through a keyboard.</td>
</tr>
</tbody>
</table>

**Accessibility Guidelines**
<table>
<thead>
<tr>
<th>16</th>
<th>Web pages allow the user to bypass blocks of content like navigation menus that are repeated on multiple pages (by using the skip to content link).</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Any web page within the website is locatable either through “search” or a “sitemap”.</td>
</tr>
<tr>
<td>18</td>
<td>Navigational mechanisms that are repeated across the website occur in the same relative order on each page.</td>
</tr>
<tr>
<td>19</td>
<td>If a webpage can be navigated sequentially and the navigation sequence affect the meaning of operation, then all components must receive focus in the same meaningful sequence (Creating a logical tab order through links, form controls, and objects).</td>
</tr>
<tr>
<td>20</td>
<td>The purpose of each link is clear.</td>
</tr>
<tr>
<td>21</td>
<td>Time limit for time dependent web functions is adjustable by the user.</td>
</tr>
<tr>
<td>22</td>
<td>Complete &amp; self-explanatory title that describes the topic and purpose of the page has been provided.</td>
</tr>
<tr>
<td>23</td>
<td>Headings wherever used, correctly describe topic or purpose of content.</td>
</tr>
<tr>
<td>24</td>
<td>Language of the complete web page has been indicated. If there is a change in language within a webpage it also indicated.</td>
</tr>
<tr>
<td>25</td>
<td>Nomenclature of components that have the same functionality is uniform across the website.</td>
</tr>
<tr>
<td>26</td>
<td>When any component on the web page receives focus or its settings are changed it does Not initiate change in context.</td>
</tr>
<tr>
<td>27</td>
<td>Changing the setting of any user interface components does Not automatically cause a change in context.</td>
</tr>
<tr>
<td>28</td>
<td>If an input error is detected, the item is identified and the error is described to the user in text. Suggestions for correction if known are provided to the user.</td>
</tr>
<tr>
<td>29</td>
<td>Labels or instructions have been provided wherever input from the users is required. For Web pages that cause legal commitments or financial transactions a mechanism is available for reviewing, confirming, and correcting information before finalizing the submission.</td>
</tr>
<tr>
<td>30</td>
<td>Web Page uses mark-up language as per specification.</td>
</tr>
<tr>
<td>31</td>
<td>Name and Role of all interface components can be programmatically determined.</td>
</tr>
</tbody>
</table>
## Recommendations from the Kannada Abhivrudhi Pradhikara:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1 | Only Unicode font must be used in all websites.  

As most of the pages are created using HTML, it is difficult to change the same at regular intervals. Hence, CMS’ like wordpress, drupal, joomla etc, which are readily available and easy to learn and handle should be used or WAMP based hardcoding (giving user dashboard facility) and free-efficient CMS can be used to create websites. |
| 2 | All websites should be of uniform design  

These websites should be compatible and responsive with all kind of devices (such as computer, smartphone, operating systems and other hand held devices) |
| 3 | The entire website should be in kannada which includes, main pages, subpages, tables and even symbols, and must be written in Unicode font. Default page for all websites must be in kannada and English should be available only as a second option.  

Kannada softwares must be provided in a specified place of the websites, and an option to download them should be present. In each and every website, the place to find these are fixed and compulsory to be provided. (refer: chapter 1.4) |
| 4 | Sound converter devices for both kannada and English language should be provided in specific places. (link: [http://espeak.sourceforge.net/download.html](http://espeak.sourceforge.net/download.html)) |
| 5 | The revamping of all websites should adhere to guidelines as prescribed by central government.  

All government websites should provide buttons which enable seeking knowledge and hyperlink policy should be mentioned in foot writings. (eg: kanaja, etc.) (refer: chapter 1.4) |
| 6 | Nudi/phonetic/kpraok keyboar  

Wikipedia can be taken as example for the same (link: [https://github.com/wikimedia/jquery.ime](https://github.com/wikimedia/jquery.ime))  

(kannada software details: [https://github.com/wikimedia/jquery.ime/tree/master/rules/kn](https://github.com/wikimedia/jquery.ime/tree/master/rules/kn)) |
<p>| 7 | Facebook, twitter, youtube, instagram and other Social media links of the respective departments should be provided in the website page, and a system to address user concerns/complaints expressed through these social media must be set up. And |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Downloading option for various apps created by government should be facilitated in these websites.</td>
</tr>
<tr>
<td>14</td>
<td>Right to information act and citizen charter must be made available either through typing in kannada Unicode or readable PDF format. (this must be informed to institution which handles the website)</td>
</tr>
<tr>
<td>15</td>
<td>Every website must have contact links to respective departments/agencies/boards/corporations. (refer: chapter 2.3)</td>
</tr>
<tr>
<td>16</td>
<td>Contact links to the websites must be provided along with lists of websites hosted by <a href="http://www.karnataka.gov.in">www.karnataka.gov.in</a></td>
</tr>
<tr>
<td>17</td>
<td>To prevent websites from any sort of hacking, proper security must be put in place, and measure to maintain secrecy of password and username should be installed.</td>
</tr>
<tr>
<td>18</td>
<td>Open street maps should be used in case websites are using any kind of maps.</td>
</tr>
<tr>
<td>19</td>
<td>While any government transactions, only official government emails must be used. These emails can be created with help of web admin. (to accesses the facilities given by Gmail, one can link the official government email to gmail’s inbox)</td>
</tr>
<tr>
<td>20</td>
<td>The website should be one stop solution to get information about all government tenders, notifications, circulars, reports, apps and addresses. (the <a href="http://gov.uk">gov.uk</a> website which is under development can be used as a reference)</td>
</tr>
<tr>
<td>21</td>
<td>Website must follow Gi-Gw guidelines. (link: <a href="http://guidelines.gov.in/Compliancematrix/index">http://guidelines.gov.in/Compliancematrix/index</a>)</td>
</tr>
<tr>
<td>22</td>
<td>Government official emblem should be present in all websites and also download option of the same must be provided.</td>
</tr>
<tr>
<td>23</td>
<td>Website’s ownership, copyright, privacy policy, hyperlink policy, complete address, legal information must be provided in the footnote. Along with these, uncertainties, list of kannada softwares/knowledgebases must be provided.</td>
</tr>
<tr>
<td>24</td>
<td>Department’s name and emblem with department’s jurisdiction must be mentioned in header in kannada. If necessary English equivalent can be just added in same place.</td>
</tr>
</tbody>
</table>
Providing Contact of government’s main website is a must and should.

Origin al source for the documents published must be mentioned.

no button must turn to dead link. hyperlinks must be active at all times and checking of the same must be done at regular intervals.

The expired documents should be saved in archive.

‘contact us’ menu must be made available in all main, sub and inner pages.

The name and size of the file available for download must be mentioned and importantly it must be free from viruses.

Government websites must be in uniform design, mainly must have these four points

1. Header at the top: Here, change of language button, font size change altering button, translation, search, social media buttons should be there.
2. Top menu bar: this contains About us, Activities, Projects, Public information, contact details, right to information etc.
3. Side bar to the left: this must contain links pertaining to the website
4. Footer menu: copyright policy, disclaimer, feedback, security policy, hyperlink policy, kannada software information, and others are provided.

State government emblems and colours should be official.

The print out of website pages must fit within A4 sheets.

The text and background colour should be such that, it should be clearly readable even with black and white print out.

As per accessibility rules, other than texts, the information such as images, documents, videos should be made available even in sound format.

While creating websites along with central government guidelines, Web Content Accessibility Guideline should be followed link: https://www.w3.org/TR/WCAG21

Control system for audios and videos provided in website must function independent of YouTube or similar platforms. Introductory or public awareness videos about the departments may be published in YouTube, but rest of all videos must be inside website only. A copy these independent videos may be published on YouTube.
<table>
<thead>
<tr>
<th></th>
<th>All pages of the website must have home button</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>Most importantly, website must provide search bar for both in kannada and English language.</td>
</tr>
<tr>
<td>38</td>
<td>The details of website ownership and its belonging to which department/office must be mentioned in footer note.</td>
</tr>
<tr>
<td>39</td>
<td>Source of all documents published should be present.</td>
</tr>
<tr>
<td>40</td>
<td>Creative inspection of hyperlinks</td>
</tr>
<tr>
<td>41</td>
<td>Brief information about services and projects with complete name</td>
</tr>
<tr>
<td>42</td>
<td>Security of financial transactions.</td>
</tr>
<tr>
<td>43</td>
<td>Help and map of website.</td>
</tr>
<tr>
<td>44</td>
<td>Recently updated date and time.</td>
</tr>
<tr>
<td>45</td>
<td>Should open in all major browsers.</td>
</tr>
<tr>
<td>46</td>
<td>Should be designed using HTML-5 and change of font size must be an option.</td>
</tr>
<tr>
<td>47</td>
<td>Control of scrolling and blinking.</td>
</tr>
<tr>
<td>48</td>
<td>Uniformity in menu command.</td>
</tr>
<tr>
<td>49</td>
<td>Hiring competent persons for website handling.</td>
</tr>
<tr>
<td>50</td>
<td>Controlling audio and video manuals.</td>
</tr>
</tbody>
</table>
**Content Management and Approval Policy (CMAP):**

As stated in the above guidelines, users must comply with the Content Management and Approval Policy when uploading Content to the Website.

As per the policy, uploading content to a website involves three steps. Namely Creator, Moderator and Approver. In addition, for the smooth functioning of the website, one more role needs to be assigned. It is called Nodal Officer or Admin. These four stages have their own activities. They are described as follows,

**Responsibilities of the e-Governance Center:**

- To impart technical training to create, moderate and approve content
- Setting up of “Help Centre” to assist departments
- To provide troubleshooting, updating issues, design and technical assistance
- Centralized system for uploading content to the websites
- Provide security policy by providing SSL Certificate
- Domain registration under Karnataka.gov.in
- Maintenance of server and data centre

**Responsibilities of departments:**

- Appointment of a nodal officer as the “sole contact person” between the two organizations.
- Appointing suitable persons for content creation, moderation and approval
- Content should be Owned and Maintained by the respective departments only
- Updating Departmental Websites on a regular basis
- Information and content on the website (Kannada and English) must be technically readable according to international standards.
### Symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add New</td>
<td>Used for uploading new content or page on the website.</td>
</tr>
<tr>
<td></td>
<td>“Edit button” to edit content or page that has already been uploaded to the site.</td>
</tr>
<tr>
<td></td>
<td>“Delete Button” to delete content or page that has already been uploaded to the site.</td>
</tr>
<tr>
<td></td>
<td>Content has just been created.</td>
</tr>
<tr>
<td></td>
<td>Information has just been verified.</td>
</tr>
<tr>
<td></td>
<td>Approved and published the content.</td>
</tr>
<tr>
<td></td>
<td>Share to another Creator to edit content.</td>
</tr>
<tr>
<td>Show Sub Menu List</td>
<td>Editing Sub (secondary) menus.</td>
</tr>
<tr>
<td>Show Third Level Menu List</td>
<td>Editing third level sub menus.</td>
</tr>
<tr>
<td>Add Sub Menu</td>
<td>Adding sub menus.</td>
</tr>
<tr>
<td></td>
<td>Action button to verify or approve content.</td>
</tr>
<tr>
<td></td>
<td>Viewing information on pages created on a website</td>
</tr>
<tr>
<td></td>
<td>obtaining information on activities in the dashboard.</td>
</tr>
</tbody>
</table>
Nodal Officer: Roles & Responsibilities:

Nodal Officer being the Admin has complete control over the website
- Sole contact person for the department and the website
- Can also become Creator, Moderator and Approver
- If Admin (Nodal Officer) creates content, that content will become live directly. No need of modification and approvals required
- Have unique login credentials
- Admin’s dashboard has complete record of information like those who have logged in to CMS, their like login activities, time, date, computer IP, etc.

Activity 1: Sign In

Nodal Officers must follow these steps to login to CMS.

Step 1: Enter the given website URL in the browser to open the website

Step 2: Click on Sign in button inside the website

Step 3: Enter your created or given email Id, password, and captcha and click on Sign in button
Activity 2: Profile Update

**Step 1:** Log in to Website

**Step 2:** After login click on down arrow button and select **Profile** button.

**Step 3:** Fill all the necessary fields mandatory (fields having red stars), click on **Submit** button

**Step 4:** After clicking Submit button, you will see confirmation message, “Success! Profile Updated Successfully”. If there is no confirmation message as such, you should try again and fix the error.

NOTE: If you need to change an already updated profile, repeat above mentioned procedure.
Activity 3: Email and password creation | Change (login id)

The Nodal Officer or Admin is responsible for creating the Login ID and Passwords for the Content Creator, Moderator and Approver.

**Step 1:** Log in to website

**Step 2:** In the functional menu select Manage User

**Step 3:** Select User menu. After click on Add new button in the newly opened dashboard.

![Dashboard screenshot](image1.png)

**Step 4:** In the newly opened page, fill Name or Designation, e-Mail, and password.

Select responsibility in the Select Role section. Click on Submit button

![Dashboard screenshot](image2.png)

Click on Submit button

NOTE: It is mandatory to fill in the spaces containing the red star.

3.1 Edit or delete email (login IDs)

If the login id is not required or needs to be changed, follow these steps:

**Step 1:** Sign in to the website
Step 2: In the functional menu, select Manage User menu

Step 3: Select User menu.

Step 4: Now you have to click on the Edit (1) or Delete (2) button next to their email to edit or delete the email.

Activity 4: Creating Content (as a creator)

Admin or nodal officer has the option of creating content. When creating content, content must be created through the method of content creator.

Activity 5: Modifying Content

Admin or nodal officer has the option of modifying content. The following steps should be followed.

Step 1: Sign in to the website.

Step 2: After Sign in, click on Verify List button in the dashboard.

(Note: You must know what information you intend to verify.)

After the dashboard opens, remember to verify,

- Verify contents of name column
- verify information in “Tittle/Heading” column
- For “Content / Link / Image” Check,
  - If there are images, they are superficially visible.
  - If the link is provided, to check whether the document matches the link, one must click upon the same link.
If you create a page and provide the content, and you want to verify the content on that page, click on the eye shaped-blue button in the dashboard.

**Step 3:** On the dashboard that pops up after clicking on the Verify List button, click on the square button with the blue right mark next to the information you want to verify.

*(NOTE: The information that needs to be verified is in blue. If it is in green, it is already verified.)*
The verification process involves three activities.

5.1 Send Back if the information is not correct.

Enter the reason for send back in the Message section and press the send back button

5.2 To Edit if entered information is not correct

If you want to edit the information yourself,

Click on the Edit button in the saffron colour.

Correct the mistakes in the opened page, Select Approver in the drop down, and click on Submit button
To confirm Approver Name, click on “Yes, Create.”

Once again click on Submit button, “Success! Data Updated Successfully” will appear on the screen.

(Note: If “Success! Data Updated Successfully” doesn’t appear, it means that you have entered error information)

5.3 Sending content for approval.

If the content sent by creator is correct in all respects, it should be sent for approval,

Click on Select Approver in the drop-down menu

Below, click or drag the two circular buttons to the right
To authenticate Approver name, click on Yes. Create!

Again, click Submit button, confirmation message appears “Success! as Data Updated Successfully”.

(Note: If “Success! Data Updated Successfully” doesn’t appear, it means that you have entered error information)

Activity 6: Approver Process (as approver)

Admin or nodal officer has the option of approving the content. The following steps should be followed

Step 1: Sign in to the website
Step 2: After Sign in, click on the Approve List in the dashboard opened

(Note: You must know what content you intend to approve)

After the dashboard opens

- Check contents of name column
- Check information in “Title/Heading” column
- For “Content / Link / Image” Check,
  - If there are images, they are superficially visible.
  - If the link is provided, to check whether the document matches the link, one must click upon the same link.

If you create a page and provide the content, and you want to verify the content on that page, click on the eye shaped-blue button in the dashboard.
(later, once the information page is open, one must check if both kannada and English meets required standard and then close the window, only then one can proceed further.)

To approve content, click on the blue mark square button.

The verification process involves three steps.

6.1 To Send Back if the entered content is incorrect

To Send Back, if the content is incorrect for approval, there is an option to send back, the below steps are to be taken to do the same,

When a dashboard is opened after clicking blue coloured button, Enter the reason for send back in the Message section and press the green coloured send back button
6.2 If the content is incorrect, Edit process.

if the approver himself/herself wants to edit or change the content, that has come for approval, following steps should be followed.

After clicking on the blue right mark button, click on the Saffron coloured edit button in another dashboard that opens.

After clicking on Edit, correct the errors in the content and click on Submit button.

After clicking on Submit button, the validating message is displayed as “Success! Data Updated and Approved Successfully!”

(Note: If this message “Success! Data Updated and Approved Successfully!” doesn’t appear, indicates that you have entered wrong content)
6.3 Content is accurate and ready for approval.

To approve the content if it is fit for approval,

Step 1: Click on the blue coloured square button in the dashboard

![Dashboard Screenshot](image1)

**Step 2:** Click or drag the circular button to confirm verification

![Verification Screenshot](image2)

“Success! Data Updated and Approved Successfully!”- authentication message should appear on the dashboard.

![Dashboard Screenshot](image3)

If this message “Success! Data Updated and Approved Successfully!” doesn’t appear, it indicates that you have entered wrong content

**Activity 7: Edit | Delete Content**

Steps to be followed to edit/ delete unwanted content in the website

**Step 1:** Log in to the website
**Step 2:** Select **Delete** in the functional menu

**Step 3:** To delete, click on saffron coloured **delete** (4) button

**Step 4:** To edit, click on orange coloured **edit** (3) button

---

**Correct the mistakes after clicking the edit button, and click on Submit button**

---

**Activity 8: User Activities List**

The login details of each person visited by the CMS (website) and the computer ID, time and dates used by the activities are recorded on the admin’s dashboard.

1. Select User Login Activities to review the Creator and overall activities
2. To verify Moderator activities, select Moderator Activities
3. To verify Approver activities, select Approver Activities

---

**Activity 9: To change Password**

Initially, Web Portal team would have given dummy email and password to Nodal officers. It is mandatory to change the email and password for the Nodal Officers

**Step 1:** Log in to the website by using given dummy email and password
Step 2: Click on Settings in the functional menu

Step 3: Select Reset Password

Click on Reset Password in the new page, enter password and confirm password
(Before proceeding further, read Password Policy)

Activity 10: Log Out

After successfully carrying out all activities, to log out from the CMS, click on profile and then logout, as shown in image below.
Center for e-Governance (CeG) provides three levels of user accounts – 1) Content Creator, 2) Content Moderator and 3) Content Approver - to each department.

Departments follow the Content Management and Approval Policy (CMAP) when uploading information to the website. Under CMAP policy, the nodal officers are given the responsibility of assigning 3 roles based on the guidelines, in their respective departments, namely 1) Content Creator, 2) Moderator and 3) Approver.

**CMAP POLICY**

1) **Content Creator**: prepares the information needed for the website in the initial stage.

2) **Moderator**: will review that content, amend wherever necessary and send it for approval to the Content Approver.

3) **Approver**: Information is published on the website only after the content is approved by the Content Approver. The Nodal Officers have the power to regulate the system.
Content Creator
Activity 1: Sign in

Content Creator can log in to the website using the login credentials like Email and Password given by the Nodal officer to edit and upload the content.

Steps to login

**Step 1:** Click on Sign in button inside the website

**Step 2:** In the newly opened page, enter login credentials like Email, Password and Captcha and click on Sign In

After successful sign in, Content Creator Dashboard opens. In the left hand side, Content Creator can create/ edit content using the functional menu in the left hand corner

1.1: Forgot Password

To re access the account in case one forgets the password, follow the procedure below;

**Step1:** open the website and click on sign in
Step 2: click on forgot password, in the newly opened dashboard

Step 3: In the newly opened dashboard,

- In Email Id field, fill email that have been provided at time of PROFILE UPDATE.
- Enter Mobile Number given at time of profile update, in field mentioning “enter mobile number associated with the Email ID
- Enter OTP received through registered phone number.
- In place of password, enter new password

(kindly read through password policy)
**Step 4:** click on the blue coloured submit button

**Activity 2: Update Profile**

It is mandatory for every user to update profile in the website.

Steps to update profile

**Step 1:** Sign in to the website

**Step 2:** After Sign in, click on the downward arrow mark in the dashboard and click on Profile

**Step 3:** After clicking on Profile button, fill out all the necessary blank fields with star sign and click on Submit button

After pressing the blue coloured Submit button, “Success! Profile Updated Successfully!” Will appear on the screen
Activity 3: Create Heading

Heading is the most important part of a website. It bears the name and owner of the website.

Steps to be followed to create/ edit Heading

**Step 1:** Log in/ Sign in to the website.
**Step 2:** Click on the **Header Logo** button that opens in the functional menu of the creator dashboard.
**Step 3:** Click on "**Add Department Name**" button.

**Step 4:** Click on "**Add New**" button in the newly opened dashboard
**Step 5:** After clicking on the blue coloured Add New button the below page opens

![Add New Content Page](image)

**Kannada Content**
- *Name: Add website name in Kannada
- *Title: Add website title in Kannada

**English Content**
- *Name: Add website name in English
- *Title: Add website title in English

(Note: Content must be provided simultaneously in Kannada and English, and must be filled in spaces having red star)

**Step 6:** Click on Select Moderator to select your Moderator

![Select Moderator](image)

**Step 7:** In the newly opened page, Confirm Moderator Name that appears
• If your choice about Moderator is correct, Yes, Create! Click on the red button (if your choice is wrong, click on the grey button, No, Cancel Please!

**Step 8:** Then, click on the Submit button in blue

![Submit Button Image]

**Step 9:** After clicking on the blue Submit Button, “Success! Data Added Successfully!” A confirmation message will appear and the status column will have a saffron coloured right mark.

![Confirmation Message]

(Note: If this message, “Success! Profile Updated Successfully!” Fails to appear, indicates that you have done errors in the content)

3.1 Edit Heading

If you have any errors in your existing heading or need to change it, follow these steps to edit.

**Step 1:** Log in/Sign in the website

**Step 2:** Click on the Header Logo button in the Functional menus on the Creator Dashboard.
Step 3: After selecting Add Department Name, the following dashboard will open.

Step 4: Click on the saffron colour Action (Pencil mark) button, if you wish to edit content.

Step 5: Correct the content mistakes in the newly opened page and click on blue colour Submit button.

After clicking the blue submit button, “Success! Data Added Successfully!” A confirmation message will appear and the bottom part of the screen. Status will have a saffron coloured right mark.

(NOTE: While editing any content, there is no moderator option, because it is assigned to the moderator who have already been chosen initially)
Activity 4: Adding Logo

To upload logo, following steps to be followed

**Step 1:** Log in/ Sign in to the website

**Step 2:** Click on the Header Logo button in the functional menus on the Creator Dashboard

**Step 3:** Click on “Add Dept.” button.

**Step 4:** after clicking on Add dept logo button, a new dashboard will open having **add new** button, click on the same.

**Step 5:** Then the following page opens.
Kannada Content Section
- *Name: Add website name in Kannada
- *Title: Add website title in Kannada
- Browse: click on Browse to select logo
  (Note: Notice Image size)

English Content Section
- *Name: Add website name in English
- *Title: Add website title in English
- Browse: click on Browse to select logo
  (Note: Notice Image size)

Note: If the logo is the same, you can upload the same in both Kannada and English section
(NOTE: Content must be provided simultaneously both in Kannada and English and must be
mandatorily filled in fields with red star.)

Step 6: Click on Select Moderator you need to select your moderator.
**Step 7:** On the page that appears, you will be asked a question Confirm Moderator Name:

![Confirm Moderator Name](image)

**Step 8:** If your choice about Moderator is correct, “yes, Create!” Click on the red button (if your choice is wrong, click the grey button “No, Cancel Please!”). Then make the right choice and proceed

**Step 9:** Then, click on the blue colour Submit button

![Submit button](image)

(NOTE: Content must be provided simultaneously in Kannada and English and must be filled compulsory in by red-coloured spaces.)

**Step 10:** after Clicking on the blue colour submit button, confirmation message “Success! Data Added Successfully!” will be visible and the lower part of the Status has a saffron colour mark and the uploaded image is visible separately both in Kannada and English.

![Status](image)
4.1: Editing logo

If you have a logo error that needs to be edited or to be replaced, follow these steps to edit it.

**Step 1:** Log in/ Sing in to the website

**Step 2:** Click on the Header Logo button in the functional menus on the Creator Dashboard

**Step 3:** Click Add Dept. Logo

**Step 4:** After clicking on Add Dept. Logo button, in the opened dashboard
Click on the saffron colour Action (Pencil mark) button if you wish to edit content.

**Step 5:** Then Correct the incorrect content and click on the blue colour Submit button.
Step 6: After clicking the blue submit button, “Success! Data Added Successfully!” A confirmation message is visible and the lower part of the Status has a saffron colour mark and the uploaded image is visible exclusively both in Kannada and English.

NOTE: When editing any content, there is no moderator option, because it is assigned to the selected moderator when creating the editing content.)
Activity 5: Creating Navigation Menus

The menus at the top of the website are called navigation menus. For example, "Home Page", "Department Statistics", "Purchase", "Right to Information ...." These menus are currently classified into three types of menus.

5.1: Primary Menu:

Adding Page/ Adding Link/ Edit Link

The primary menu is the creation of a menu and providing information or links to it. For creating primary menu, following steps to be followed,

**Step 1:** Sign in to website.
**Step 2:** In the functional menus, select Add menu.

**Step 3:** After selecting the Add menu, click the Add New button in the dashboard.

**Step 4:** After selecting Add New, in the newly opened page,
5.1.1: Adding Content

In Kannada Content

- In Name field, the menu name must be entered in Kannada. (this will be your heading of the page)
- Link (Default #) make no changes here.
- In the Editor Box, add Kannada content either by typing or copy paste. (Content in Kannada must be in Unicode only)

In English Content

- In the Name menu, the menu name must be entered in English Name Link (Default #) make no changes here
- In the Editor Box, add English content either by typing or copy paste.
Select Moderator in the Select Moderator section.

In the Moderator Authentication Dashboard that opens, select “Yes. Create!” Click the button. Then click on the blue colour submit button.

Then on the confirmation dashboard of the page that opens, Click on the red coloured Yes. Create!

Then, confirmation message appears as, “Success! Data Added Successfully!”
5.1.2: To add links directly in menu (only one)

**Step 1:** Sign in to the website.
**Step 2:** In the functional menu, select Add Menu.

**Step 3:** After selecting Add Menu in the opened dashboard, click on Add New Add Menu.

**Step 4:** After selecting Add New, in the newly opened page.
In Kannada Content

- In Name, the menu name must be given in Kannada.
- Remove the "#" in the link (Default #) and paste the URL here.
- (Click on the saffron coloured “Select File” button to Link button to copy the URL of the documents uploaded to the server)

Click on the blue button below the Copy link and close it to copy any document link in the dashboard that opens.

don’t provide any information in the Editor Box

similarly, In English Content

- In Name, the menu name must be given in English.
- Remove the "#" in the link (Default #) and paste the URL here.
- (Click on the Select File to Link button to copy the URL of the documents uploaded to the server)

Then click on the blue button under Copy Link and close the dashboard.
No information should be provided in the Editor Box
(Note: English & Kannada content must be uploaded simultaneously)

**Step 5:** Select Moderator and click on Select Moderator

**Step 6:** In the Moderator Authentication Dashboard that opens, Select Yes Create! Click the button.
Step 7: Click on the blue colour Submit button

Step 8: click on the red button “Yes. Create!”, on the confirmation dashboard that opens once we click “submit”

Success! Data Added Successfully ! confirmation message appears on the screen

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

5.1.3: If a table or word needs to be linked

Step 1: Sign in to the website.
Step 2: Select Add Menu in the functional menus

Step 3: After selecting Add Menu, click on Add New button in the dashboard that opens.
Step 4: After selecting Add New, in the newly opened page Editor Box

In the Kannada Content section
- Select the complete word to link
- After right click, click on “Link” button in the popup menu that appears.

- After clicking Link, in the newly opened page
1. Paste the link in the URL box
2. Make no changes in the Text to Display
3. Make no changes in the Title box
4. In the Target box, compulsory to select New Window

5. Click on blue colour OK button

In the English Content section
(English Content should repeat the same steps as in the Kannada Content section)

**Step 5:** Select Moderator in the moderator section, if your selection is correct, click on the red button “Yes! Create”
Step 6: Click on blue colour Submit button

Step 7: Then on the page creation confirmation dashboard that opens, click on red button “Yes. Create! “

You will get this confirmation message, Success! Data Added Successfully!
To upload an image or two images (for example, see the image above) in an information page or editor box, follow these steps:

**Step 1:** Sign in to the website

**Step 2:** Click on Upload PDF\Image\CSV File in the functional menus

(Note: If this message, “Success! Profile Updated Successfully!” Fails to appear, indicates that you have done errors at your end)
Step 3: In the newly opened dashboard, click on the Add New button

Step 4: Then, in the newly opened page
*Name: Add name of single or multiple images
*Short Description: Add image short description
Select folder Name: Select folder if you have only created a folder
Browse: Click on Browse to upload images
Note: By clicking on Browse, you can upload up to 1 to 100 images at a time

**Step 5:** Then, click on blue colour Submit button

Note: By clicking submit, you have uploaded the images to the server. Now, to link the images to the website do as following:

**Step 6:** Open the editor box where you wish to upload the image
**Step 7:** In the opened Editor Box
**Step 8:** Select File to Link saffron colour button
**Step 9:** In the newly opened dashboard, to copy the link of the image you wish to upload, click on the blue coloured button, then close the dashboard.

**Step 10:** Create a table in the existing editor box

- choose the cell in the table in which you want to upload a photo, then click on that cell
- when you right click on the cell, the pop up menu will appear, and select “IMAGE” in the same.
Step 11: In the newly opened dashboard

- In Source - paste the copied URL from Select File to Link
- In Image description - give a brief description if necessary
- In Dimension - enter the required length and breadth for the image
- Then, click on blue colour Submit button

Step 12: The image you uploaded appears in the Editor Box
Note: If you need to upload another photo now, follow the steps from Steps 8 to 10: **Content should be uploaded in the Kannada Content and English Content section.**

**Step 11:** Click on Select Moderator in the Select Moderator section, in the newly opened Moderator confirmation dropdown, if your choice is correct, click on the red button, “Yes, Create! “

**Step 12:** Click on blue colour “Submit” button
Step 13: In the newly opened confirmation dashboard, click on red colour “Yes. Create!” button

After, confirmation message Success! Data Added Successfully! will appear on the screen

(Note: If this message, “Success! Profile Updated Successfully!” Fails to appear, indicates that you have done errors in the content)

5.2: Editing menu details

Step 1: Sign in to the website
Step 2: Select Add Menu in the functional menus

Step 3: After selecting Add Menu, in the newly opened dashboard, select the menu you wish to edit, under the action menu, select the orange coloured pencil button
Step 4: After correcting the mistakes in the newly opened page

Step 5: Click on blue coloured Submit button
Step 6: Then, after you edited, “Success! Data Added Successfully!” The confirmation message appears

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

Activity 6: Second Level Menu: Page creation and linking

When sub menus are inserted into a menu it is called a secondary level menu.

Steps to follow

Step 1: Sign in to the website
Step 2: Select Add Menu in the functional menus
**Step 3:** After selecting Add Menu, in the newly opened dashboard, click Add New

![Add New Menu](image)

**Step 4:** After clicking Add New, in the newly opened page

![Add New Menu](image)

**In the Kannada Content section**

1. *Name: Add menu name in Kannada*
2. *Link (Default #): Make no changes*
3. *Editor Box: No content should be added*
In the English Content section

1. *Name: Add menu name in English.
2. *Link (Default #): Make no changes
3. *Editor Box: No content should be added

**Step 5:** Click on Select Moderator in the Select Moderator section

**Step 6:** In the newly opened Moderator confirmation dropdown, if your choice is correct, click on the red button, “Yes, Create!”

**Step 7:** Click on blue colour Submit button

Step 8: In the newly opened confirmation dashboard, click on red color Yes. Create! button
After, confirmation message Success! Data Added Successfully! will appear on the screen

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)
The menu that is created now needs to be approved first,

**Step 9:** Click on Add Menu again

**Step 10:** In the dashboard that opens, in the bottom of the menu, where the sub menus need to be inserted click on green colour “Add Sub Menu” button

**Step 11:** In the newly opened page,
In the Kannada Content section

*Main Menu Name*: Make no changes

*Sub Menu*: Add sub menu name in Kannada language

*Link (Default #)*: If you want link, remove the # button and paste the URL,

*Editor Box*: Type the required content or copy paste
In the English Content section

*Main Menu Name*: Make no changes  
*Sub Menu*: Add sub menu name in English language  
*Link (Default #)*: If you want link, remove the # button and paste the URL,  
*Editor Box*: Type the required content or copy paste

(Instructions;
1: If you need to link, no content should be uploaded in the editor box
2: If the information is to be uploaded in the editor box, the link (Default #) must be left intact)

**Step 12**: Click Select Moderator in the Moderator section

![Select Moderator](image1)

**Step 13**: If your choice is correct in the Moderator Confirmation, then click on the red color button Yes, Create!

![Moderator Confirmation](image2)

**Step 14**: Then, click on the blue colour Submit button
Step 15: In the newly opened confirmation dashboard, click on red colour Yes. Create! button

After, confirmation message Success! Data Added Successfully! will appear on the screen

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

(If another sub menu is to be added, repeat the steps from Step 10 to Step 15)

Activity 6.1: Secondary Level Menu: Editing:

If content is to be edited in the already created secondary level menus, these steps should be followed.

Step 1: Sign in to the website

Step 2: Select Add Menu in the functional menus
Step 3: In the Dashboard that opens, click the Show Sub Menu List button at the top. After that, the main menus and sub menus list opens

Step 4: When you want to edit any sub menu, click on the Edit button with the saffron coloured pencil mark in front of it.

Step 5: Then, correct the mistakes in the newly opened page
Step 6: Click on Submit button

After, confirmation message Success! Data Added Successfully! will appear on the screen

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

Activity 7: Level Menu: Page creation and linking

If submenu is re-applied to sub menu, they are called tertiary level menus. If you need to create menus like this, the steps to be followed are:

Step 1: Sign in to the website
Step 2: Select Add Menu in the functional menus

Step 3: After selecting Add Menu, in the newly opened dashboard, click Add New
Step 4: After clicking Add New, in the newly opened page

In the Kannada Content section
* Name: Add menu name in Kannada
* Link (Default #): Make no changes
* Editor Box: No content should be added

In the English Content Section
* Name: Add menu name in English.
* Link (Default #): Make no changes
* Editor Box: No content should be added
Step 5: Click on Select Moderator in the Select Moderator section
Step 6: In the newly opened Moderator confirmation dropdown, if your choice is correct, click on the red button, Yes, Create!

Step 7: Click on blue colour Submit button

Step 8: In the newly opened confirmation dashboard, click on red colour Yes. Create! button

After, confirmation message Success! Data Added Successfully! will appear on the screen

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

Now that you have created a menu, you should create a sub menu for the same menu.
Step 10: Again, click on Add Menu

Step 11: Click the Add sub menu to create a sub menu for the third menu, for which menu you want to create

Step 12: In the newly opened page,
In the kannada content section
*Main Menu Name: Make no changes
*Sub Menu: Add sub menu name in Kannada language
*Link (Default #): If you want link, remove the # button and paste the URL,
*Editor Box: Type the required content or copy paste

In the English Content section
*Main Menu Name: Make no changes
*Sub Menu: Add sub menu name in English language
*Link (Default #): If you want link, remove the # button and paste the URL,
*Editor Box: Type the required content or copy paste

**Step 12:** Click Select Moderator in the Moderator section

![Select Moderator](image)

**Step 13:** If your choice is correct in the Moderator Confirmation, then click on the red colour button “Yes, Create!”

![Moderator Confirmation](image)

**Step 14:** Then, click on the blue colour Submit button.

![Submit](image)
**Step 15:** In the newly opened confirmation dashboard, click on red color Yes. Create! button

After, confirmation message Success! Data Added Successfully! will appear on the screen

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)
The second level menu that has just been created need to be approved, then

**Step 16:** Again, click on Add Menu

**Step 17:** In the Dashboard that opens, click the Show Sub Menu List button at the top. After that, the main menus and sub menus list opens.

**Step 18:** In the Dashboard that opens, click the Add Sub Menu button in the front of the menu for which sub-menu you want to create a third menu.
Step19: in the newly opened page,
### Kannada Content

<table>
<thead>
<tr>
<th>First Menu Item</th>
<th>Second Menu Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* (Default)

### English Content

<table>
<thead>
<tr>
<th>First Menu Item</th>
<th>Second Menu Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* (Default)

Add Page for Menu. Please note: Mark if you want to add external links to menu.
In the Kannada Content section
*Main Menu Name: Make no changes
*Sub Menu: Add sub menu name in Kannada language
*Link (Default #): If you want link, remove the # button and paste the URL,
*Editor Box: Type the required content or copy paste

In the English Content section
*Main Menu Name: Make no changes
*Sub Menu: Add sub menu name in English language
*Link (Default #): If you want link, remove the # button and paste the URL,
*Editor Box: Type the required content or copy paste

(Instruction 1: If you need to link, no content should be uploaded in the editor box)
2: If the information is to be uploaded in the editor box, the link (Default #) must be left intact

**Step 20:** Click Select Moderator in the Moderator section

![Select Moderator](image)

**Step 21:** If your choice is correct in the Moderator Confirmation, then click on the red colour button “Yes, Create!”

![Moderator Confirmation](image)

**Step 22:** Then, click on the blue colour Submit button.
Step 23: In the newly opened confirmation dashboard, click on red colour Yes. Create! Button

After, confirmation message Success! Data Added Successfully! will appear on the screen

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

(If another third level submenu is to be added, repeat the steps from Step 16 to 23)

Activity 7.1: Third Level Menus: Editing

Step 1: Sign in to the website
Step 2: Select Add Menu in the functional menus

Step 3: Then, Click on the blue coloured Show The Third Level Menu List in the dashboard
Step 4: When you want to edit any Third Level menu, click on the Edit button with the saffron coloured pencil mark in front of it.

Step 5: Correct the errors in the opened page
### Kannada Content

<table>
<thead>
<tr>
<th>Main Menu Name</th>
<th>Sub Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu Name 1</td>
<td>Sub Menu 1</td>
</tr>
<tr>
<td>Menu Name 2</td>
<td>Sub Menu 2</td>
</tr>
</tbody>
</table>

Add Page for Menu. Please leave blank if you want to add external links to menu.

### English Content

<table>
<thead>
<tr>
<th>Main Menu Name</th>
<th>Sub Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu Name 1</td>
<td>Sub Menu 1</td>
</tr>
<tr>
<td>Menu Name 2</td>
<td>Sub Menu 2</td>
</tr>
</tbody>
</table>

Add Page for Menu. Please leave blank if you want to add external links to menu.
Step 6: Then, click on blue colour Submit button

After, confirmation message Success! Data Added Successfully ! will appear on the screen

Activity 8: Adding Sliders / Change

This banner photo on the website is called Sliders. If you need to make changes or upload new photos, follow these steps below

Step 1: Sign in to the website

Step 2: Select Add Slider in the functional menu
**Step 3:** Then, Click on Add New button in the dashboard

**Step 4:** In the newly opened dashboard
Step 5: Click Browse and select Image

(Note: Note Image size: not more than width: 1450px and height: 300 px)

Step 6: After selecting image, Select Moderator in the Select Moderator section

Step 7: In the newly opened confirmation dashboard, click on red colour “Yes. Create!” button
Click on blue colour Submit button.

Step 8: In the newly opened confirmation dashboard, click on red colour Yes. Create! Button

After, confirmation message Success! Data Added Successfully ! will appear on the screen

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

Step 9: The image uploaded will be shown at the bottom of slider details dashboard page. Confirm the same.

Activity 8.1: Editing Sliders

Step 1: Sign in to the website
Step 2: Select Add Menu in the functional menus
Step 3: When you want to edit any image, click on the Edit button with the saffron coloured pencil mark in front of it.

Step 4: Correct the errors in the newly opened dashboard
Step 5: Then, click on blue colour Submit button

After, confirmation message “Success! Data Added Successfully!” will appear on the screen

Activity 9: Adding “Latest News”

Information that is scrolling is called latest news. To create Latest News, follow these steps.

Step 1: Sign in to the website
Step 2: Select Latest News in the functional menus

Step 3: Click on the blue colour Add New button in the newly opened dashboard

Step 4: In the newly opened page
In the Kannada Content section
*content to be displayed: content that needs to be displayed as latest news must be entered here in KANNADA
*Link (Default #): If you want to create hyperlink, remove the # button and paste the URL
*Editor Box: Type the content that is required to create the page in Kannada

In the English Content section
*content to be displayed: content that needs to be displayed as latest news must be entered here in ENGLISH
*Link (Default #): If you want create hyperlink, remove the # button and paste the URL
*Editor Box: Type the content that is required to create the page in Kannada

(Instructions
1: If you need to link, no content should be uploaded in the editor box
2: If the information is to be uploaded in the editor box, the link (Default #) must be left intact

**Step 5:** * Click Select Moderator in the Moderator section

**Step 6:** If your choice is correct in the Moderator Confirmation, then click on the red colour button Yes, Create!

**Step 7:** Then, click on the blue color Submit button

**Step 8:** In the newly opened confirmation dashboard, click on red color Yes. Create! button
After, confirmation message Success! Data Added Successfully! will appear on the screen

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

Activity 9.1: Editing “Latest News”

**Step 1:** Sign in to the website
**Step 2:** Select Add Latest News in the functional menus

**Step 3:** When you want to edit any content, click on the Edit button with the saffron coloured pencil mark in front of it.
Step 4: Correct the mistakes in the opened page
Step 5: Click on blue colour Submit button

After, confirmation message Success! Data Added Successfully! will appear on the screen

Activity 10: Uploading Content in the Info Boxes

"Introduction", "Services and Projects" "Online Services" and "Departmental Records" sections in the website are called Info boxes.

To upload content inside the info boxes, these steps to be followed

Step 1: Sign in to the website

Step 2: In the functional menu, click on info Box and select the info box you wish to add content
Step 3: In the selected Info box, click on blue colour Add New Button in the opened dashboard

Steps 4: Steps to be followed in the opened page
In the Kannada Content section
* Name: the name of the menu should be written in kannada.
*Link (Default #): If you want link, remove the # button and paste the URL,
*Editor Box: Type or copy paste the content that’s required to create new page, when clicked on the menu.

In the English Content section
* Name: the name of the menu should be written in English
*Link (Default #): If you want link, remove the # button and paste the URL,
*Editor Box: Type or copy paste the content that’s required to create new page, when clicked on the menu.

(Instruction1: If you need to link, no content should be uploaded in the editor box
2: If the information is to be uploaded in the editor box, the link (Default #) must be left intact)
(NOTE: if the link is provided to the menu, the VISIT in dashboard right beside the menu name, will be shown in blue or else will be shown in grey)

**Step 5:** * Click Select Moderator in the Moderator section

![Select Moderator](image1)

**Step 6:** If your choice is correct in the Moderator Confirmation, then click on the red color button “Yes, Create!”

![Moderator Confirmation](image2)

**Step 7:** Then, click on the blue colour Submit button
**Step 8:** In the newly opened confirmation dashboard, click on red colour “Yes. Create!” button

After, confirmation message Success! Data Added Successfully! will appear on the screen

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

**Activity 10.1: Editing Info Boxes**

To edit the content in the Info boxes, these are the steps to be followed

**Step 1:** Sign in to the website.

**Step 2:**

In the functional menu, click on info Box and select the info box you wish to edit content
Step 3: In the selected Info box, click on blue colour Add New Button in the opened dashboard.
Step 4: then, correct the errors in the new page
Step 5: Click on blue colour Submit button after editing the errors

After, confirmation message Success! Data Added Successfully! will appear on the screen.

Activity 10.2: Create Submenu in the Info Boxes

If you need to add any information to Info Boxes menus to sub menus, follow these steps.

Step 1: Sign in to the website

Step 2: Select Info box in the functional menus by clicking on the info box you wish to upload
Step 3: After selecting the info box, click on the blue colour Add New button

Step 4: Steps to follow on the page that opens
In the Kannada Content section
  *Name: Add menu name in Kannada
  *Link (Default #): Make no changes
  *Editor Box: No content should be added

In the English Content section
  *Name: Add menu name in English.
  *Link (Default #): Make no changes
  *Editor Box: No content should be added

**Step 5:** Click on Select Moderator in the Select Moderator section

**Step 6:** In the newly opened Moderator confirmation dropdown, if your choice is correct, click on the red button, Yes, Create!

**Step 7:** Click on blue colour Submit button.

**Step 8:** In the newly opened confirmation dashboard, click on red colour Yes. Create! button
After, confirmation message Success! Data Added Successfully! will appear on the screen.

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

Now you can create sub menus only after the submit menu has been Approved.

Follow the steps below to create sub menus

**Step 9:** Select Info box in the functional menus by clicking on the info box you wish to upload.
Step 10: Click the Add Sub Menu button next to the menu to create a sub-menu for any menu in the dashboard that opens after you select Info Box.
Step 11: Follow these steps in the newly opened page
In the Kannada Content section
*Main Menu Name: Make no changes
*Sub Menu: Add sub menu name in Kannada language
*Link (Default #): If you want link, remove the # button and paste the URL,
*Editor Box: Type the required content or copy paste

In the English Content section
*Main Menu Name: Make no changes
*Sub Menu: Add sub menu name in English language
*Link (Default #): If you want link, remove the # button and paste the URL,
*Editor Box: Type the required content or copy paste

(Instruction
1: If you need to link, no content should be uploaded in the editor box
2: If the information is to be uploaded in the editor box, the link (Default #) must be left intact

**Step 12:** Click Select Moderator in the Moderator section

**Step 13:** If your choice is correct in the Moderator Confirmation, then click on the red color button Yes, Create!

**Step 14:** Then, click on blue colour Submit button
Step 15: In the newly opened confirmation dashboard, click on red colour Yes. Create! button.

After, confirmation message Success! Data Added Successfully! will appear on the screen

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

(For creating additional Sub Menus, repeat the steps from 10 to 15)

Activity 10.3: To edit submenus in the Info boxes

Step 1: Sign in on the website

Step 2: Select Info box in the functional menus by clicking on the info box you wish to edit
Step 3: Then, click on blue colour Show Sub Menu List button in the newly opened dashboard.

Step 4: When you want to edit any sub menu, click on the Edit button with the saffron coloured pencil mark in front of it.
Step 5: Correct the errors in the newly opened page
**Step 6:** Then, click on the blue colour Submit button

After, confirmation message *Success! Data Added Successfully!* will appear on the screen.

**Activity 11: Upload Documents**

If you need to upload any documents to the website, you must first upload them to the server. Follow these steps below

**Step 1:** Sign in to the website.

**Step 2:** Select *Upload pdf/image/csv file* in the functional menu.
Step 3: Click on the blue colour **Add New** button

![Image of the add new button](image1)

Step 4: Then, in the newly opened page

![Image of the newly opened page](image2)

- **Name:** enter the name of the record / document you want to upload in Kannada or English

- **Short Description:** enter a brief description of the documents / documents you need to upload in Kannada or English.

- **Browse:** upload the document / documents you want to upload

Step 5: Then, click on blue colour Submit button

![Submit button](image3)
After, confirmation message Success! Data Added Successfully ! will appear on the screen

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

Note: Thus, the URL of the documents uploaded to the server is available in the “Select file to link on the page that appears on each page”

Activity 12: Add New Pages

While the selection of menus is sometimes limited on a website, people can create additional pages and hyperlink.

To add new pages, follow these steps below

**Step 1:** Sign in to the website

**Step 2:** Select Add New Pages (Link Page) in the functional menus
**Step 3:** In the newly opened dashboard, click on Add New button

![Add New button](image)

**Step 4:** Then, in the newly opened page

![Add New Page](image)
Kannada Content

*Name: Add page name in Kannada only
*Link (Default #): Leave as it is
*Editor Box: Add required content in the Editor Box in Kannada

English Content

*Name: Add page name in English only
*Link (Default #): Leave as it is
*Editor Box: Add required content in the Editor Box in English
(Note: Kannada and English Content must be uploaded simultaneously)

Step 5: Click on blue colour Submit button

Step 6: In the newly opened confirmation dashboard, click on red colour Yes. Create! button

Step 7: After, confirmation message Success! Data Added Successfully! will appear on the screen
Step 8: Then two URLs of Kannada and English page are generated in the same dashboard.

You can copy the generated URLs and use them on the website.

12.1: Editing New Pages

The following steps should be followed to edit the pages created.

Step 1: Sign in to the website

Step 2: Select Add New Pages (Link Page) in the dashboard

Step 3: in the adjacent dashboard, decide the already created page that you wish to edit and click a pencil shaped saffron button provided in front of the page link.
step 4: then make the desired changes
Step 5: then click submit button once changes are done.

Step 6: a confirmation message will be displayed as shown in image below

(if you don’t get the confirmation message, then you have done error in content)

Note: if you have edited content in aforementioned way, you need not copy paste as the file would have been updated in the website.

Activity 13: Creating an Image gallery/ Video gallery

If an image gallery is to be created on a website, those images must be installed to the server first.

The image gallery opens if you copy the generated URL and paste it into the desired page.

Steps to follow

Step 1: Sign in to the website

Step 2: Select Upload Image Gallery in the functional menus
Step 3: Click on blue colour Add New button in the newly opened dashboard

Step 4: Then, in the newly opened page
*Name in Kannada: The name of the photo gallery needs to be given in Kannada
*Name in English: The name of the photo gallery needs to be given in English

Select photos to be uploaded to the website by clicking Browse

**Step 5:** Click on blue colour Submit button

**Step 6:** After Submit, copy the generated Kannada and English link (URL) and paste it on the required page
Activity 14: Change Password

If the creator has to change the email and passwords issued by the nodal authorities, the following steps should be followed.

**Step 1:** Sign in to the website using the dummy email and password

**Step 2:** In the functional menu, select Settings and click on Reset Password button

**Step 3:** In the newly opened dashboard, enter your new password and click on red colour Reset password button

Then, you will see password change confirmation message, Success! Password Reset Successfully will appear on the screen.
Activity 15: Log Out

After successfully carrying out all the activates, steps to Sign out from the CMS

**Step 1:** Click on the arrow mark under the profile in the dashboard

**Step 2:** Click on Logout to successfully logout from the CMS
Content Moderator
Content Moderator

It is the responsibility of the moderator to send the content uploaded by the Creator for review and approval.

Moderator will send content for publishing if it is free from errors, or make edits in the existing content for approval or send it back for changes to be made.

The administrator has to create a login id and password even for the moderator and the roles and activities of the moderator are as follows

Activity 1: Sign In

In order to perform any activity, the moderator must first sign in or login to the website.

Step 1: Click on Sign in the website

Step 2: In the dashboard, sign in using the login id, password and entering captcha given by the admin in the website

Step 3: Then on another dashboard that opens, notice what action you need to perform
Activity 2: Update Profile

**Step 1:** Sign in to the CMS

**Step 2:** Click on Profile button

**Step 3:** In the newly opened dashboard, it is mandatory to fill all the fields marked in red colour and click on blue colour Submit button

**Step 4:** After, clicking on Submit button, confirmation message Success! Data Added Successfully! will appear on the screen

If there is no confirmation message like this, you should try again and fix the error

Note: To change an already updated profile, you must follow above steps, that is perform Activity 2 all over again.
Activity 3: To Verify

To verify any content sent by the Creator, follow these steps

**Step 1:** Sign in to the website

**Step 2:** (Note: You must know what content you intend to verify.) Then, in the newly opened dashboard

- Name: Verify the name below
- Title/Heading: Verify Title/Heading below
- Content / Link / Image: Verify below
  - Image: If there are images verify above
  - Link: If the link is provided, and click the same link to verify whether the document provided is correct or not.

If the page is provided with content and you need to review the content on that page, you should click on the eye shaped blue button on the dashboard.

**Step 3:** In another dashboard that pops up after clicking on the Verify List button, click on the square button with the blue tick mark next to the content you want to verify.
The Verify process involves three activities

3.1 If content is wrong, then, Send Back

Enter the Send Back content with the reason in the Message section and press the Send Back button.

3.2 Edit content if it is not correct.

If you want to edit the information yourself
Click on the Edit button in the saffron colour
Then, correct the errors in the opened page, click Select Approver, and click on the blue colour Submit button

To approve content, Click on “Yes. Create! “button

After pressing the Submit button again, “Success! Data Updated Successfully” appears on the screen
(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

3.3 Sending content for approval

If the content sent is verified and correct in all respects, steps to Approve the content
Select Approver in Select Approver section
Click or drag the circular button to authenticate

To authenticate Approver, click on “Yes. Create!” button
After the confirmation message “Success! Data Added Successfully!” will appear on the screen.

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

Activity 4: To change the password

To change the email and password given by the moderator, follow the steps below:

**Step 1:** Sign in to the website

**Step 2:** Select Setting menu in the functional menu and click on Reset Password

**Step 3:** Then, in the newly opened page
E-Mail Address: Don’t change (cannot change)
Password: Enter new password
Confirm Password: Enter Confirm password and click on the red colour Reset Password

Activity 5: Logout Process

After successfully carrying out all the activities, steps to Logout from the CMS

Step 1: Select down arrow in the dashboard

Step 2: Click on Logout to successfully logout from the CMS
Content Approver
Content Approver

Before publishing the content, it is mandatory to approve the content by the Content Approver. Content Approver would be assigned unique login ID and password by nodal officer.

Activity 1: Sign In

Approver needs to follow these steps to login to the CMS

**Step 1:** To login to the website, enter the URL in the address bar

**Step 2:** click on Sign in inside the website

**Step 3:** Enter your given email id, password, and captcha and click on Sign In
Activity 2: Update Profile

**Step 1:** Sign in to the website

**Step 2:** Select Profile in the newly opened dashboard

**Step 3:** After clicking on Profile, fill out all the necessary fields with the * mark and click on blue colour Submit button

After, confirmation message Success! Data Added Successfully! will appear on the screen
Activity 3: Approving Content

Content has to be approved before getting published in the website by the content approver.

Steps to approve the content

Step 1: Sign in to the website

Step 2: In the newly opened dashboard

- Verify contents of name column
- Verify contents of Tittle/Heading column
- Verify contents of image/link/content column
  If any image uploaded, it will be superficially visible
  If document is provided in the link, click on the same link to verify if the document provided is correct.
If the page is provided with content and you need to review the content on that page, you should click on the eye shaped blue button on the dashboard.

To approve the content, click on the square dot with the blue tick mark in the dashboard.

Approver process consists of three steps

**Step1:** If content is wrong, then Send Back
If content to be published is wrong, you can send back to correct the errors,
Click on the blue right mark button
Then, enter the reasons in the Message section on another dashboard that opens, then click the Send Back button in green colour

**Step2:** To edit incorrect content.

Click on the blue right mark

Click on the yellow colour Edit button in the newly opened dashboard
After clicking on Edit button, correct the mistakes in the content and click on blue colour submit button

After, confirmation message Success! Data Added Successfully! will appear on the screen

(Note: If this message, Success! Profile Updated Successfully! Fails to appear, indicates that you have done errors in the content)

**Step 3: Approve & publish if the content is correct**

If the content sent for approval is correct, steps to approve the content,

Click on the blue colour square right mark in the dashboard
For content authentication, click or drag the circular button

After, confirmation message Success! Data Added Successfully! will appear on the screen

(Note: If this message, “Success! Profile Updated Successfully!” Fails to appear, indicates that you have done errors in the content)

To change the email and password given by the admin, follow the steps below

**Step 1:** Sign in to the website

**Step 2:** Select Setting menu in the functional menu and click on Reset Password

**Step 3:** Then, in the newly opened page
E-Mail Address: Don’t change (also cannot change)
Password: Enter new password
Confirm Password: re-enter the new password and click on the red colour Reset Password

Then, Success! Password Reset Successfully will be displayed on the screen

(Note: If this message, “Success! Password Reset Successfully!” Fails to appear, indicates that you have done errors in the content)
Logout from the CMS

Click on Logout button to logout

Click on this sign